

MID-ATLANTIC DIVISION SECTION OF TRAIN DISPATCHERS' MANUAL

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1.0 GENERAL INSTRUCTIONS

1.1 CETC / 30TH STREET STATION – EVACUATION & FIRE ALARM PROCEDURES

The following are the evacuation procedures, including a narrative on the operation of the area's fire alarm and suppression equipment.

Fire Exits

There are three designated escape routes from the eighth floor/CETC center. One is the stairwell located in the northwest corner of the facility near the entrance to the Amtrak Police office. The second is another stairwell at the end of the long corridor which runs past the CETC development offices and the "undeveloped" area. The third, to be used only if the two stairways are impassable, is the roof. There are two ways to access the roof; one is via the ladder in the locker room behind the CETC OVD screen, and the other is in the southeast corner of the eighth floor, in the undeveloped area. *All train dispatchers and other CETC personnel must be trained on the proper designated fire escape routes. If you need such instruction, see the Chief Dispatcher or one of the MTOs.*

The Fire Alarm System

The TAPCA (Transportation and Power Control Area) has 4 separate fire alarms:

- a. The station building alarm
- b. The eighth floor alarm
- c. The TAPCA alarm (Halon 1301 alarm)
- d. The Halon 1301 "Time Delay Operating) alarm

These will be discussed individually.

The Station Building Alarm

The actuation of this alarm is caused by either smoke/heat detectors or manual pull stations, and signals a possible fire somewhere in the building other than the eighth floor. It consists of a klaxon (horn) and flashing strobe light located in the vestibule adjacent to the MTO'S office. A large red button on the wall of the vestibule may silence the horn, but the strobe will continue to flash until the Philadelphia Fire Dept resets the alarm.

Response: As soon as practicable after the actuation of this alarm, the Assistant Chief will contact the Amtrak Police radio room at **2986**. The police have a display board, which can pinpoint the particular heat or smoke detector responsible for the alarm, and enable them to dispatch an officer to the scene. From the time the alarm is received, Dispatchers should take steps to clear all fouls and fleet as many signals as possible.

The Eighth Floor Alarm

This alarm is located on the wall adjacent to the Zone 6 Power Director, and indicates detection of smoke or heat on the eighth floor, somewhere outside the TAPCA.

Response: Similar to the Building Alarm. The Assistant Chief will call the Amtrak Police, who will determine the location of the actuating sensor and investigate conditions. Again, dispatchers should begin preliminary evacuation preparations. Standard heat-activated sprinklers mounted in the ceiling protect the eighth floor, excluding the computer room and the TAPCA.

The TAPCA Alarm (Halon 1301 alarm)

This alarm is located next to the **Eighth Floor Alarm**, and indicates a possible fire within the control area itself. It is labeled as the **Halon 1301 alarm** (see below.)

Response: The Assistant Chief will notify the Amtrak Police. If the reason for the actuation is not immediately apparent, employees should conduct a quick examination of the area for smoke and/or fire. One person should be stationed by the "Halon Abort Switch" located on the vestibule wall across from the MTO's office. If the fire, is small and can safely be dealt with using a hand-held fire extinguisher, such measures should be taken. Be aware that the fire suppressive material from the extinguisher may cause further actuation of smoke detectors, which could result in a Halon discharge. It requires two separate smoke detector actuations to result in a Halon dump.

The Halon 1301 Alarm, "Time Delay Operating"

The Halon Time Delay Alarm is a bell, situated adjacent to the Eighth Floor and TAPCA alarms. The TAPCA (as well as the computer room) is protected from fire damage by a Halon 1301 fire suppression system. When a fire occurs, a large amount of Halon gas is released into the affected room. Halon 1301 extinguishes fires by displacing the oxygen necessary to sustain combustion. Although Halon is not considered hazardous to health, a Halon discharge tends to fog up a room and raise a lot of debris, **so it is imperative that all the occupants evacuate the room before a discharge.**

In order to prevent panic or an unnecessary release of Halon, certain events must take place before a Halon discharge occurs. Specifically, the Halon will not discharge until two separate smoke detection circuits alarm, which prevents a false dump. The following is a step-by-step description of what occurs during a Halon discharge, what to expect, and how to respond.

A. A first smoke detector alarms. The horn/light labeled "Halon 1301 Fire Alarm" sounds and flashes. This is a pre-warning alarm. If no apparent fire or smoke condition exists and if it can be safely done, a person may operate the spring-loaded **Halon abort** switch. While this switch is held down, a second smoke alarm and resulting dump will not occur. It is now possible for another person to look for the cause of the alarm and/or location of the fire, and if it can be safely done, extinguish it with a portable fire extinguisher without discharging the Halon system.

NOTE: *The second alarm is only aborted while the "Halon Abort" switch is held down!* Also, be warned that the discharge of a portable fire extinguisher may alarm additional smoke detectors. *Whenever using a portable fire extinguisher, make sure that the abort switch is held down until the Halon system is disabled.* The electronic specialist ("tech") can disable the Halon system.

The TAPCA smoke detectors are both in the ceiling and under the floor. The ceiling detectors are easy to check. To check the under-floor alarms, remote indicating lights are located on the ceiling directly above each under-floor alarm. These are round white plates about 4 inches in diameter with red lamps in the middle of each plate. An illuminated lamp denotes an alarmed smoke detector under the floor below the plate.

If there is no fire, the alarm may be reset, and normal operations resumed.

B. A second smoke detector alarms. If the "Halon abort" switch is released, and a fire condition exists, the second alarm circuit will actuate. Two things will occur:

The TAPCA and computer power are shut down. Do not try to operate terminals; evacuate immediately.

The "Halon Time Delay Operating" bell begins to ring, which gives a pre-discharge warning. When this bell rings, a Halon discharge **will occur in 30 seconds**. At this stage, the "Halon abort" switch will have no effect. Simply evacuate the facility and await further instructions (out in the hallway, with the doors closed, is far enough.)

Manual release switches are provided at each exit from the TAPCA, if they are needed. A red safety cover is placed over the switch to prevent accidental discharge. These switches will start the 30-second time delay bell, then discharge the Halon.

The manual release switches should only be used in an **extreme emergency**, as a Halon discharge will cause severe disruption to railroad operations.

Evacuation Procedures

Anytime an evacuation is necessary, it must be considered that we may not be able to return to the office, and it may be necessary to transfer operations to the Alternate Dispatching Center. Accordingly, the following items must be removed from the office and retained in your possession any time the office is evacuated:

Assistant Chief H

- Line up
- Speed restriction board (w/copy of TSRB)
- Operator/clerk assignment book

Assistant Chief I

- C&S Trouble sheet
- Cab signal failure sheet

Train Dispatchers

- Form D book
- Fouling sheet
- List of rusty rails (Sections. B&C excepted)
- Plate orders in effect, if any (Sections. B&C)
- Train sheet (Sections. B&C)

Your personal safety is of paramount importance. If the situation is critical, and/or time is short, grab whatever you can of these items and get out!

When an evacuation is necessary, use one of the designated exits and proceed to the station level. If it is necessary to evacuate the station building itself, we will meet on the 30th Street side of the station north of the taxi area. Once there, an Assistant Chief should take a head count and ensure all personnel are accounted for, and await the "all clear" from the Amtrak police.

1.2 "OFFICE EMPLOYEES" SAFETY RULES

For the benefit of all concerned, employees will be responsible to know and understand the safety rule of the day. It is displayed daily at the entrance to the CETC theater and on the cover of the Division Morning Report.

1.3 DRESS CODE

The following items of clothing are prohibited for all CETC staff:

- Shorts
- Sleeveless Tee-type shirts.
- T-shirts with offensive graphics or messages.
- Sandals, open-toed shoes, etc.

These standards of dress apply on all shifts and all days of the week.

1.4 WEATHER ENTRIES

Federal regulations require that a periodic record of weather conditions at certain locations be made in the CETC computer, and on the Dispatchers train sheets.

The Assistant Chief must call the following Weather Bureau number for weather information at 12:01 AM, 6:00 AM, 12:01 PM, and 6:00 PM daily, and enter the data received into the proper CETC computer file. The weather may also be obtained via the internet.

Wilmington	— (302) 429-9000
Baltimore/BWI	— (410) 936-1212
Washington	— (301) 936-1212

The Sections B and C Dispatchers must also obtain the weather at the same time intervals from the Train Directors at Zoo and State and record this on their train sheet.

1.5 DISABLED TRAINS / ROAD FOREMEN-TRAINMASTERS

When a train becomes disabled the Movement Office will notify the Road Foreman on duty immediately. A text message must be sent indicating whether train has HEP and passenger count. When a delay is going to exceed 30 minutes, the Assistant Chief Dispatcher is to notify the Asst. Superintendent Operations (or his representative) and the Asst.

Superintendent Road Operations. When a Road Foreman/Road Train Master calls in to report their whereabouts, it must be recorded on the duty log on the Asst. Chief's Desk. If they report they are riding specific trains, ensure that a delay Clerk enters this into the TS of that train. If a train is disabled and needs a new engine, order it from the nearest available location. If, however, trains are disabled in remote areas, do not hesitate to order rescue engines from more than one location. Consider using work train engines or freight engines if it is necessary. The bottom line is to expedite the movement of the disabled train in order to minimize the inconvenience to our customers on that train. Be decisive and act aggressively. Use all division resources at your disposal.

1.6 NOTIFICATION

1. Mainline Interruption Notification (Derailments, De-wirements, Major Problems) After notifying "immediate response personnel" (e.g. police, trouble desk, etc.) call the appropriate supervisor. You will then be given direction for further notifications. Note: The "appropriate supervisor" will include the Superintendent and the MTO, at a minimum.
2. Other Problems (Employee failures, equipment problems, etc.) Call in order of chain of command from the lowest level to the top level depending on the area of responsibility and seriousness of problem.
3. During individual "off hours" if a supervisor needs to be notified of a given situation, call the supervisor at his home telephone number. If there is no response, call the supervisor's cell phone, if available. If there is still no response, use the paging system. If there is no response within a reasonable amount of time (10 minutes or so) repeat the page, and if necessary, call the employee's supervisor.
4. The Assistant Division Engineer - Track and Structures, for the territory involved, must be notified of any derailment. If the *cause* reported for a derailment is track related, the Division Engineer must approve it. The Superintendent Operations must approve all causes for derailments.
5. For any *major* Philadelphia Terminal issues, such as yard derailments, contact Assistant Superintendent Road Operations.

1.7 MAINTENANCE OF EQUIPMENT

1. Setting off Sleeper Cars: When necessary to set off a sleeper car for other than a problem to that specific car, authorization must come from the Superintendent or Assistant Superintendent.
2. Emergency Phone Numbers - M of E Department: In the event the mechanical forces are needed on short notice, the following phone numbers may be used:

728-2203, 2183:	General Foremen
728-2181:	Race Street Engine House
728-2129:	30th St. Information Desk phone (ask to page Mechanical Supervisor by PA or radio)
728-2163:	Terminal Manager (M of E) Office: 6:00A to 5:00P, M-F

3. Off-Hours Communication: CETC and M of E Personnel. Between the hours of 11:00 PM and 7:00 AM, CETC will communicate with the Engine House at ATS 728-2185 when M of E personnel are needed for any problem or movement at 30th St. Station.

1.8 ASSISTANT CHIEF JOB BRIEFING

Assistant Chiefs, upon assuming duty, will conduct a job briefing in the following manner:

1. At the beginning, middle, and end of each shift the Assistant Chief "I" will confer with each dispatcher on Sections 1 through 4 and indicate, on the line provided on the Transfer Record, the time this was done. The Assistant Chief "H" will do likewise with Sections 5, 6, B (if applicable), and C.
2. Any pertinent information on a dispatching section of which the Assistant Chief is not aware, or is not indicated on the transfer, can be included on the appropriate line. The number of any deliverable Form Ds (i.e., speed restriction, blanket addressed) must be included on this line, regardless of the originating section. Example; if section C has issued a Form D No. A1801 addressed to "westward trains at Penn", "A1801" must be recorded on the line for CETC 5.
3. When the job briefings have been completed the two Assistant Chiefs will briefly confer to ensure that they are both aware of existing operating conditions as well as Form D's to be delivered on all sections.
4. While conducting the job briefings, the Assistant Chiefs should take the opportunity to remind dispatchers of the Daily Safety Rule.
5. By checking briefly with each of the Section Dispatchers the Assistant Chiefs will be assured that there are no current problems or necessary notifications unknown to them.

1.9 TRAIN DISPATCHER TRANSFER PROCEDURE

In order to comply with the code of Federal Regulations, the relieving train dispatcher on the Transfer Record must record the following information:

- Beginning and ending times for hours on duty (actual times).
- Total time on duty
- Number of consecutive hours off duty, prior to going on duty.

1.10 EMERGENCY CETC TRAIN SHEETS

Prior to a “cold start”, or when a computer failure exists, an “Emergency CETC Train Sheet” must be used to record the movement of trains. The Dispatching Sections will record times at the following locations:

Section 1: Landover, Grove, Fulton.
Section 2: Charles, Paul, Gunpow.
Section 3: Perry, Ragan.
Section 4: Landlith, Hook, Phil.
Section 5: North Penn, South Penn.
Section 6: Mantua, Shore, Holmes.

Additionally, any crossover moves that are made at other than the interlockings listed above must be recorded.

The Assistant Chiefs on duty at the end of a cold start or computer failure will be responsible for collecting the “Emergency CETC Train Sheets” and delivering them to the Chief Dispatcher.

1.11 LINE-UP: ASSIGNMENTS, VACATION, PERSONAL AND A.L. DAYS

Line-up duties are the responsibility of the Asst. Chief Dispatcher Section H, first trick Monday-Friday. This assignment includes scheduling daily work, posting, road days, vacation requests, AL days, special duty, and classes. Duties will also include the bulletining of permanent positions under the direction of the Chief Dispatcher.

Assistant Chief Dispatchers on Section H working shifts other than the regular daylight shift will change the line up as necessary to fill vacancies created by mark-offs. No other changes to the line-up are to be made without approval of the Assistant Superintendent or an MTO.

The Assistant Chief will set the line-up two or three days in advance when possible. Relief days are not official for extra list personnel until 9:00pm of the preceding day.

The 14-day sheets are what are used by the Payroll Department to verify hours worked and calculate pay, and as such must be kept scrupulously accurate. Any changes made to the line-up on middle or last tricks and on weekends due to mark-offs, or for any other reason, must be shown on the 14-day sheet.

All requests for personal days, vacation days, or AL days will be made through the Assistant Chief H on the proper form. Such requests will be considered under the following guidelines:

- Personal days may be taken throughout the year with at least 48 hours written notice. Personal days will be granted unless doing so would cause an hours-of-service violation.
- Single vacation days will be granted when possible unless filling the vacancy created would require paying overtime. The Assistant Superintendent or an MTO must approve any requests for single day vacations.
- Anyone wishing to use a single day vacation must (unless single days have been previously scheduled as part of the year's vacation) indicate which week of scheduled vacation they are drawing from, and are still obligated to take the days remaining from that week.
- AL days will be allowed within reason. Requests for AL days will NOT be considered if they would result in overtime being paid. Single day vacation requests will be honored before AL requests. AL days must be approved by an MTO.

1.12 POSTING AND ROAD DAYS

1. Posting

- Posting time will be coordinated by the Assistant Chief Sec. H, who will confer with the poster, to arrange for proper utilization of posting time.
- When an employee is assigned to "Post", he/she must be given a particular shift to work (i.e., 7:30AM to 3:30PM, etc.). This will enable the Asst. Chief to keep track of employees and change assignments if necessary.
- The "Posting Book" will carry records of each poster's number of days posted on each shift, and will be kept current by the Assistant Chief H.
- Posters are expected to be present at the start of the assigned shift, and to remain until the end of that shift.
- There will be one poster at a time on any particular desk during a shift. The Assistant Chief Section H will provide desk posting on all shifts for extra list employees. It is required that the Assistant Chief Section H monitor all posting employees and inquire, after 10 days of posting, what shift or extra time they feel is necessary for them to qualify. After 10 days posting, and after every 5 days thereafter, notification must be made concerning employees progress to the Chief Dispatcher.

2. Road Days

- All employees assigned to take a road day must call the Assistant Chief H to confirm road days before setting out on the road. This call must be made in sufficient time to report for their regular assignment if necessary, but not more than 8 hours before the start of that shift. When assigning someone a road day, the Assistant Chief should remind them of this requirement.
- Overtime is not to be paid to provide for a road day.
- The Assistant Chief H must keep Road Day records current on a daily basis; it is the responsibility of each dispatcher to keep track of the number of road days taken in a given year. No more than 4 road days (including one day for a rules class) will be compensated in any year, except in the case of extra road days approved by Supervision.
- Extra employees will be assigned a shift (example: 7:30am to 3:30pm) for their road days.
- Regular employees will utilize their road days during the hours of their regular tour of duty, unless they are given a road day on their first day back from rest days. In that case it can be taken on other than their usual shift without violation of the Hours of Service laws.
- When riding the head end of a train, Train Dispatcher's are prohibited from occupying the engine room while the train is in motion.

1.13 FORMS AND REPORTS

1. **Text Message updates.** The Assistant Chief on duty must issue the following messages via the Outlook paging system on a **daily** basis:

6:00am "CETC Status Page:

Each morning, at or about 6:00am, a text message to the Mid-Atlantic group will be sent, advising of any existing conditions affecting the normal movement of trains. This should include Engineering and Freight status. If there are no problems, this should also be indicated. This page should also include the previous day's OTP percentages for: Amtrak/Mid-Atlantic Division, Septa, MARC, and NJT.

2. C&S Trouble Sheet Delays

When a problem is documented on the C&S Trouble Sheet, resulting delays must also be listed. The train dispatcher or delay clerk must provide this information to the Assistant Chief and if no delay was involved the Assistant Chief should indicate "NONE" in the space provided for delays. The Assistant Chiefs should remain in contact with the C&S Trouble Desk to ensure causes are reported.

3. T&E (1861) Forms

In order to capture expenses properly on Work Trains, the Assistant Chiefs should always ascertain the Res/Center number, Function number, and Work Order number for any crews requested through CETC. Make sure the employee requesting the crew, since they should have this information supplies these numbers.

All completed T&E forms will be faxed to CNOC by the clerks.

4. Track Usage Report

The daily Track Usage Report must accurately show all required information. Train dispatchers must keep a record of the time a track was requested and document any delays in removing the track from service and provide this information to the Assistant Chief.

Large production gangs such as those working with the MDZ, Unimat, TLS, Undercutter, Sperry, and Tie Gangs, should have top priority for track usage. Delays to these gangs severely and adversely impact the Engineering Department's budget and schedule.

5. Log Items

When deciding whether to classify a log item as "Major" or to show it under one of the inclusive categories ("Mechanical", "Police", etc.) take several factors into account. One would be the total delay incurred; anything in the range of 30" or more should probably be a Major item. Another would be the complexity of the event; if multiple personnel (Road Foreman, mechanical personnel, police, etc.) are responding, or if rescue engines need to be ordered, the resultant log item should be classified as Major. When in doubt, make it Major.

6. History of Engine or Car failure

Whenever a log item is written regarding an engine or car failure, a note must be placed at the end of "Corrective Action" if similar problems to the engine or car in question have existed. **Example:** Note: Engine History, similar problem on: 135(29SEP); 187 (3OCT)

You can access this information in Arrow by typing DMH (space) engine or car number.

7. Lost Trains

All delay reports for lost trains (trains whose delay exceeds tolerance) must be printed out by a delay clerk, reviewed for accuracy and initialed by an Assistant Chief. The printed delays will be kept on a clipboard at the Assistant Chiefs' desk until the end of the day, when the reports will be filed with the daily business.

1.14 Personal Electronic Devices

The use of personal electronic devices for personal or business use is strictly prohibited. Use of these devices is a distraction to one's work. This rule includes the use of one's personal cell phone to perform company business.

With regard to the use of cellular telephones by M/W foreman and other employees requesting foul time or Form D's, such employees must be directed to utilize the radio, except in the event that their particular location precludes radio transmission or reception.

Timetable Special Instruction permits the use of a company issued cell phone to be used to obtain or release main track authorities only when:

A. Radio communication is not possible (such as a dead zone or when radio communication fails)

B. When authorized by Special Instruction or by a Supervisor.

1.15 Procedure for Overtime

All offers of overtime must be made in proper seniority order in accordance to Rule 13 of the Agreement.

All offers of overtime, without exception, must be documented on the "Overtime Call List", which then must be given to the Chief Train Dispatcher.

All telephone calls offering overtime must be made on a recorded line. No such calls are to be made from (215) 349-2505.

2.0 TSRB, FORM D AND SPEED RESTRICTION PROCEDURES

2.1 SUMMARY TSRB PROCEDURES

When given a speed restriction by a Foreman, the Train Dispatcher must immediately apply blocking devices to the affected area. The Train Dispatcher must then fill out a speed restriction form and repeat its content back to the Foreman. This form must be reviewed for completeness and inconsistencies such as offering greater speeds than listed in the timetable. Blocking devices must not be removed until it is known for certain that all trains are protected by a Form D or TSRB addition.

The following instructions govern the daily preparation / distribution of the TSRB

1. When a track is out of service and a speed restriction is placed within the out of service limits, the train dispatcher must immediately apply additional blocking devices (additional to those protecting the out of service limits) to protect the speed restriction. These additional blocks serve not only as a reminder of the speed restriction, but to protect the speed restriction once the blocking devices protecting the out of service limits have been removed.
2. The dispatcher must perform a job briefing with the Assistant Chief H regarding the speed restriction. This job briefing must include discussion about the additional blocking devices mentioned above. Both the train dispatcher and Assistant Chief H must initial the speed restriction form signifying a job briefing was held. The change must be brought to the attention of the MTO on duty.
3. Prior to 3:00am all train dispatchers will turn in all speed restriction forms to the Assistant Chief Section H.
4. The Assistant Chief will organize and input the restrictions into the TSRB format in the computer. Restrictions will be listed westward from Holmes, south to Washington, and west from Philadelphia to Harrisburg.
5. The Assistant Chief will print the TSRB and then carry it to each dispatching section for the train dispatcher's review. The train dispatcher must review all current speed forms. If the TSRB is accurate, the train dispatcher must then initial the TSRB. The Assistant Chief will discuss with the Section Dispatchers methods for protecting new speed restrictions and mark the restriction for the manager's copy.
6. Once all dispatchers have reviewed and initialed the TSRB, it will be copied and placed in the folder designated for that purpose. The Assistant Chief will retain a copy for his records. A copy must also be delivered to the MTO on duty.
7. The Assistant Chief will then fax the TSRB to all locations. The 4079-fax number is included so the Assistant Chief can review this document for errors.
8. If an error is discovered in a TSRB after the faxing process has begun (i.e., the "fax send" or "start" button has been activated), the error must be corrected by Form D or by TSRB addition/cancellation. Dispatchers must protect the affected area with blocking devices immediately.

9. Trains departing Initial Terminal Without Current TSRB: If, at a train's departure time, it has not obtained a copy of the current TSRB, and to deliver one would unduly delay the departure, and there are no new temporary speed restrictions between the initial terminal and the next location where the current TSRB can be delivered, the train may be permitted to proceed to that location with the previous day's TSRB. The train dispatcher must apply blocking devices at the delivery location, and must maintain such protection until the train crew acknowledges receipt of the TSRB.
10. Special attention should be given to trains that depart their initial terminal prior to 5:00am. Note that these trains may have the previous days TSRB and will not have any speed restrictions placed by the engineering department overnight.
11. For example: If the current TSRB cannot be delivered to a northward train originating at Washington, and there are no new speed restrictions in effect between Washington and Baltimore, the train may be permitted to proceed to Baltimore, where it will receive the current TSRB. The CETC 2 train dispatcher must apply blocking devices at Baltimore (Paul Int.) until the engineer reports having the current TSRB.
12. If a new speed restriction has been placed between the initial terminal and the location at which a TSRB may be delivered, the train must receive the new restriction by Form D or TSRB addition at or prior to the last station stop before the restriction.

For example: Train 110 departs Washington at 4:00am. If a new speed restriction was placed on a track and is already in effect at 4:00am, Train 110 must be given a TSRB addition or Form D Line 1 at or prior to the last station stop before passing through this restriction.

13. Canceling a Portion of a TSRB: When it becomes necessary to cancel a portion of a TSRB with a Form D, the effective date of the TSRB must be included in the Form D.

Example: That portion of Mid-Atlantic Division TSRB effective 12/10/02 referring to PW line restriction on No. 3 track of 60 MPH psgr 40 MPH frt MP 77 to MP 78 is canceled.

2.2 TEMPORARY SPEED RESTRICTIONS ISSUED OR CANCELED AFTER TSRB

The following procedures will apply when Form D restrictions are placed or removed after the daily TSRB has been made effective:

1. The speed restriction location must immediately be protected by blocking. Blocking must remain applied until assured that all trains affected by the new restriction have the necessary Form D or addition to the current TSRB. This assurance may be provided either by direct communication with the **train crews or assurance from another Train Dispatching section or connecting division**. Blocking protection must be sufficient to prevent **any** train from operating through the restriction.

2. The Dispatcher in charge of the territory where the restriction is located will be responsible for filling out the "Speed Restriction Form" and issuing the pre-printed addressed Form D, filling in only the area between which the restriction lies, e.g., "To C&E all trains destined Mid-Atlantic Division operating between Washington and Perry".

The zones for Amtrak trains are as follows:

Washington and Perry

Perry and Philadelphia

Philadelphia and Holmes

Philadelphia and Harrisburg

The zone's for Septa trains are as follows:

PW LINE: Airport and Wilmington / Newark Service:

C&E all Septa trains operating between Arsenal and Bacon at 30th Street, Powelton Ave. Yard, or Airport Terminal E-F

Wilmington / Newark Service:

C&E all Septa trains operating between Arsenal and Bacon at 30th Street or Powelton Ave. Yard

PH Line: Paoli / Thorndale and Cynwyd Service:

C&E all Septa trains operating between Zoo and Cork at 30th Street, Powelton Ave. Yard, or Cyn

Paoli / Thorndale Service:

C&E all Septa trains operating between Overbrook and Cork at 30th Street or Powelton Ave. Yard

NYP LINE: Trenton and Chestnut Hill West Service:

C&E all Septa trains operating between Zoo and Holmes at 30th Street, Powelton Ave. Yard, Trenton, or Chestnut Hill West

Trenton Service:

C&E all Septa trains operating between North Philadelphia and Holmes at 30th Street, Powelton Ave. Yard, or Trenton

MARC zone:

C&E MARC trains operating between Perry and Washington

3. The "Speed Restriction Form" and the Form D containing the new restriction will then be given to the Section "H" Assistant Chief, who will in turn FAX the Form D to all affected locations addressed in the pre-printed heading and ensure delivery to each dispatching section controlling an addressed delivery point. The Assistant Chief will obtain each dispatcher's initials on the Speed Restriction Form as these deliveries are made.

4. While faxing the Form D, the Assistant Chief will record the time of each fax transmission on the "CETC Form D Distribution Record". After the Form D has been faxed to all addressed locations, the Assistant Chief will then verify receipt of the fax by calling each location at the numbers indicated on the form, indicating the time of each verification on the space provided and recording that person's initials. At this time he or she will also obtain the number of the first train to receive the Form D at Washington and New York, forwarding the information to the originating Dispatcher.

- a. Dispatchers will verify a train's receipt of Form D's in accordance with Special Instruction 165-S1 and the System Section of the Train Dispatcher's Manual 4.12.
- b. The Section 6 Dispatcher must ensure that any extra trains entering the Mid-Atlantic Division from the Northeast Division have the appropriate Form D's.

5. Canceled Form D restrictions must also be faxed to the appropriate locations and distributed to each Dispatcher. Dispatchers must verify receipt of faxed Form D's at locations under their jurisdiction. The only exceptions are: Section "1" will verify K Tower's receipt and Section "H" Assistant Chief will verify with 40 office and the Station Master at 30th Street.

6. CETC 6 will issue Form D's for restrictions pertaining to NJ Transit trains between 30th St. and Shore. The Assistant Chief Section H will fax the Form D to 30th Street and the NJ Transit Movement Office in Kearny, NJ. CETC 5 will verify receipt at 30th Street. Trains originating at Atlantic City will verify receipt to the NJ Transit Raritan Valley Line Train Dispatcher. NJ Transit will fax "first train" information to the Assistant Chief. When the restriction is canceled the Assistant Chief Section H will fax the appropriate form to NJ Transit.

Any Form D speed restrictions for the Atlantic City Line will be issued and canceled by NJ Transit and faxed to 30th Street and the Assistant Chief Dispatcher, who will provide a copy for CETC 5 to verify receipt of the Form D by NJ Transit trains per S.I. 165-S1 at 30th Street. The Assistant Chief will also provide a copy to CETC 6 for train's enroute to Atlantic City from New York.

The Assistant Chief H will maintain the faxed copy of the Form D, along with the "Speed Restriction Form" to be filed with the daily business.

2.3 CANCELLED SPEED RESTRICTIONS – DELIVERY TO TRAINS

When a speed restriction is removed from a track, all trains operating over that track must have the current speed restriction information. Trains must not be permitted to operate over that track until they receive the cancellations of the speed restrictions.

2.4 EN-ROUTE SPEED RESTRICTION FORM

Trains that receive a speed restriction en route from a train dispatcher, either by Form D or by TSRB addition, must be recorded on the "En-Route Speed Restriction" form.

The form must be turned in to the Assistant Chief at the end of each tour of duty. After checking for completeness, the Assistant Chief will then forward the form to the Data Access Clerk who will retain it for input into the Morning Report by the last trick DAC clerk.

2.5 HEAT RESTRICTIONS

When temperatures are predicted to reach those outlined in section 4.5 of the System Section of the Train Dispatcher's Manual, temperatures, an extra block operator will be ordered to report to CETC, usually at 11:00am, in order to deliver Form Ds to trains at 30th St., and, if practical, an extra train dispatcher will be ordered to coordinate the issuance and transmission of the Form Ds. The procedure for issuing heat restriction Form Ds will be separate from that used for ordinary speed restrictions, and the usual "blanket" heading for speed restriction Form Ds does not apply.

Heat restrictions will be localized to five areas:

- Washington to Baltimore
- Baltimore to Wilmington
- Wilmington to Philadelphia
- Philadelphia to Trenton
- Philadelphia to Harrisburg

Responsibilities for Form D coverage will be:

CETC 1 - Washington to Baltimore. (Northward Trains at K-Tower [including MARC trains] / Southward Trains at Penn / Southward MARC Trains Originating at Baltimore)

CETC 3 - Baltimore to Wilmington (Northward Trains at K-Tower [including MARC trains] / Southward Trains at Penn; MARC Trains originating at and operating between Baltimore or Perryville); Septa Trains operating south of Wilmington at 30th Street or Powelton Yard.

CETC 4 - Wilmington to Philadelphia (Northward Trains at K-Tower / Southward Trains at Penn); Septa trains operating between Phil and Wilmington at 30th Street or Powelton Yard.

CETC 6 - Philadelphia to Trenton (Northward Trains at Penn / All Trains destined Mid-Atlantic Division at Penn Station New York via Station Operator, All Septa trains operating between Shore and Holmes at 30th Street, Powelton Yard, and Trenton, all NJ Transit trains operating between Shore and Holmes at Atlantic City, New York, or the MMC.

Section B/C - Philadelphia to Harrisburg (Westward Trains at Penn, Eastward Trains at State), all Septa trains operating between Zoo and Thorn at 30th Street, Powelton Yard, or Frazer. Current pre-printed Form D headings can be used on the PH line.

NOTE: Territory where the maximum speed is 80 MPH or below need not be covered via heat restriction Form D unless lower latent restrictions exist, such a between Zoo and Paoli and between Penn and Shore.

The extra Train Dispatcher ("heat dispatcher") will be responsible for:

Receiving heat restrictions from the Engineering Department (unless they have been previously given to an Assistant Chief.)

Logging restrictions and forwarding to appropriate sections and Assistant Chief Dispatchers; completing necessary forms.

Copying and faxing Form D's and cancellations to addressed locations and confirming receipt of same. This will include verification of "first train" information, to be recorded and furnished to the originating dispatcher.

Returning original Form Ds to originating dispatchers and a copy of all Form Ds addressed to trains at Penn to the CETC 5 dispatcher.

Informing CETC 2 of any heat restrictions issued by CETC 1 or CETC 3.

CETC 5 will be in radio contact with the Form D runner to coordinate efficient delivery. They will be responsible for confirming receipt by all addressed trains at Penn in accordance with Rule 170.

NOTE: Passenger trains that are in 30th Street Station when a heat-related restriction is called in must not be held for the heat restriction Form D. If necessary, avoid delay by making the Form D effective after the train has departed. Once a form D has been made effective, it must be delivered.

Any freight or extra trains affected by heat restrictions will be covered at their entry point to the Division by the appropriate dispatching section.

Trains already en route from delivery points may be permitted to proceed at normal speed to the next addressed delivery point.

For more information on this topic, see System Section Form D Procedure pages.

2.6 PROCEDURES FOR HANDLING FORM D RESTRICTIONS FOR NORTHEAST DIVISION PROPERTY

The following procedures will apply when handling Form D restrictions for Northeast Division property:

1. The New York Dispatcher will issue a Form D with the following address:

C & E all trains destined Northeast Division at Washington via K Tower, Trains from PH line that change crews at 30th Street, Trains from PH line that do not change crews at 30th Street at State, Originating 30th Street, .

2. This Form D will be faxed to the Assistant Chief Section H. He or she will then provide a copy of the Form D to CETC 5 and Section's B and C. The Assistant Chief will verify our receipt of the Form D when the New York movement office calls to do so. CETC 5 will verify receipt from trains originating at 30th St. per S.I. 165-S1. The Section "H" Assistant Chief will then fax New York the "First train to receive Form D form"

3. Local freight trains entering the Northeast Division from CETC 6 will be issued TSRB additions for the restriction by the CETC 7 train dispatcher.

4. The Section "H" Assistant Chief will maintain the faxed copy of the Northeast Division Form D, along with the "Speed Restriction Form" to be filed with the daily business.

2.7 NUMBERS

In the application of rule 165, when dictating or repeating Form D's, employees must read aloud and plainly pronounce all applicable preprinted and written portions. Numerals in lines 1 through 13 of Form D's must be pronounced digit by digit. For example, "105" will be pronounced "one-zero-five." *These procedures must also be followed when dictating or repeating Plate Order or TSRB information.* In addition, numerals dictated to Block Operators must also be spelled out. For example, "105" will be pronounced "one-zero-five" and then spelled "O N E Z E R O F I V E."

2.8 Missing Fixed Signals

Any time a report is received of a fixed signal being absent from the place where it is usually shown, approaching trains must be notified of the condition by Form D. The Form D must specify the location, track number, signal type (interlocking, home, automatic), advise trains to approach the location prepared to spot and state that "Rule 242 applies".

Example: Clearfield interlocking home signal on No. 2 track governing westward movement from Chestnut Hill branch is absent; approach signal location prepared to stop Rule 242 applies.

3.0 BLOCKING AND PROTECTION

3.1 BLOCKING AT INTERLOCKINGS UNDER LOCAL CONTROL

In the application of Special Instruction 601-S1, maintainers who have been given local control of an interlocking may, under the direction of the train dispatcher, apply blocking devices to provide protection for work to be performed outside that interlocking. This also applies in the case that two maintainers have local control of two adjacent interlockings, if work is to be performed in the block between the two interlockings.

If the blocking devices required include switch or signal blocks ("office blocking"), such blocks must be recorded in the prescribed manner. Care must be taken to insure directions given to the maintainer(s) are fully understood; therefore, instructions must be repeated by the maintainer regardless of the means of communication used (i.e., telephone.)

3.2 CETC BLOCKING RECORDS

In the application of the Operating Rules and Special Instructions requiring the application and recording of blocking device protection, CETC Dispatchers *must maintain a record of switch and signal blocking protection* in their Form D booklets. However, they ***do not have to maintain a record of exit or track blocking or Interlocking track blocks*** in their Form D booklets. A separate page or pages is or are used for fouling records. In this way, a record of blocking will remain available in the event of a CETC shutdown.

3.3 FOULING ENTIRE BLOCK VS. SPECIFIC FOULING POINT

Do not allow fouling permission for an entire block unless all movements are clear of that block. It is permissible to allow fouling at a specific location within a block after a movement has been reported clear of that location.

3.4 NS/CSX/CONRAIL/SEPTA-AMTRAK INTERFACE: FORM D'S/BLOCKING

Amtrak CETC Dispatchers are not required to copy Form D's from NS, CSX, Conrail or Septa Dispatchers at CETC locations where Amtrak's railroad interfaces with NS, CSX, Conrail or Septa.

The NS, CSX, Conrail or Septa Dispatcher must be given verbal confirmation of the time Stop Signals are displayed and blocking devices are applied, and the name of the Amtrak Dispatcher involved.

3.5 DUPLICATE BLOCKING DEVICES RECORDS

In the application of Rule 905, BDA's must be recorded on the prescribed form. This is especially relevant to sections B & C where plate orders and Form D's may involve overlapping blocks. It is understood there is redundancy, however, BDA's and BDR's for plate orders must be recorded on the plate order and Form D blocks must be shown on the Form D. Please take the time to ensure all necessary blocking is applied and recorded on the appropriate form and transferred to other authorities as needed.

3.6 SUBSTITUTING NON-SIGNALED DCS RULES

Train Dispatchers must use Emergency Record of Train Movement Sheets to record passing times of all affected interlockings when the CETC System is failing to track train movements. The affected area will include the interlockings at both ends prior to the outage. Engineers must be instructed to report arrival or passing times of all interlockings.

4.0 MAIN LINE WASHINGTON TO NEW YORK

4.1 ROUTING PROCEDURES AND RESTRICTIONS

1. Mantua to Clearfield:

The designated Amtrak Passenger Train route between Mantua and Clearfield is No. 2 Track. Trains which will operate No. 1 Track beyond Holmes should use No. 1 Track at Mantua.

2. MARC Train On-Time Performance - MW & Freight Curfew:

In order to guarantee the on-time operation of MARC trains from Baltimore between the hours of 4:50AM and 8:10AM, the **MW Department** and **freight train** curfews listed below are placed in effect:

- a. MW work is not to be scheduled for later than 4:45AM on tracks 2 and 3 between Grove and Charles.
- b. Freights must not be permitted to operate through the B&P Tunnel unless they can clear Bridge (southbound) or Charles (northbound) by 5:00AM. Curfew lifted at 8:30AM.
- c. Freights will not be operated on No. 3 track between Bridge and Grove unless they can clear the block by 5:00AM.

A Service Manager is on duty at Baltimore to assure on-time makeup and dispatch of MARC trains. The Service Manager will advise CETC of his presence to coordinate efforts in this regard.

3. MARC Diesel Trains - B&P and Union Tunnels

MARC trains operating with diesel engines are not to be held in the tunnels, because of fumes and smoke.

4.2 FREIGHT OPERATIONS

1. Freight Train Operation on High Speed Tracks

Freight trains are **not** permitted to operate on high-speed passenger tracks unless:

- a. No track other than a high-speed passenger track is available for the freight movement.
- b. The freight train would be delayed more than 45 minutes waiting to move on another track.
- c. The freight is a local train which must use sidings off a high speed track to service industries.
- d. The freight consist includes a restricted car which must operate via a high-speed track.

2. Freight Train Information in the RTM (CETC Record of Train Movement)

Crew and consist information must be entered in the Record of Train Movement (RTM) for all trains, including work and wire trains, local and road freight trains, lite engine moves, etc. Train dispatchers must either enter this information themselves, or ensure that the DAC clerk enters it during their tour of duty. If there is no freight report for a particular train, the dispatcher may obtain the necessary information via phone or radio before the train is run. This information must then be passed on to the Data Access Clerk for entry into the RTM.

The Record of Train Movement is completely reliant on the accuracy and consistency of train symbols entered into the system. Therefore the same symbol must be used when different individuals input data for a particular train. The freight clerk will write this symbol on every report so all dispatchers will know the precise ID that was used in the initial freight report. The ID used by the train dispatcher to identify the train must be exactly the same as the clerk's symbol so that the RTM will properly attach the crew and consist information to the train's block record.

The following information is needed and must be included.

- Train Symbol
- Conductor/Engineer and Time on Duty.
- Engines
- Counts of loaded and empty cars.

Local Freights:

The consist of local freights should be recorded on the Local Freight Move forms. There must be a record for each consist change. This does not relieve the Clerk from inputting all crew and engine information into the RTM.

A train need only be put into the RTM once, unless information changes. Local freight consist changes must be entered onto the Local Freight Move form.

Local Freight Move forms must be started anew each midnight and at the end of each day turned into the MTO. This is to be done daily.

3. Inspection of NS, CSX, Conrail Freight Bowie to Zoo

Between the hours of 6:00 AM and 10:00 PM, NS, CSX or Conrail road freight trains must not be permitted to enter the Amtrak main line between Bowie and Phil until the train has been inspected by the Freight car inspectors to ensure that there are no shifted loads or other defects.

4. Reversing Northbound Freight at Charles

At Charles, do not attempt to reverse a northbound freight train back south carrying more than 35 cars or 2500 tons, unless the train is assisted from the south end. This instruction does not pertain to freight trains stalled in the Union Tunnel.

5. Freight Train Operation - Baltimore Station

When necessary to hold southward freight trains for an extended period of time before movement through the B&P tunnel, advise the crew to stop their train north of the Paul Street overhead bridge (MP 95.61) to avoid fouling the station with smoke and fumes.

6. Southbound Freight Trains — B&P Tunnel

Loaded coal trains must have a helper engine south through the B&P tunnel at all times.

- If a southbound freight train is disabled due to stalling or parting on the grade and curve between Charles and Bridge:
- You may push the train if the rear end is south of Pennsylvania Avenue.
- If the rear end is north of Pennsylvania Avenue, then pull or back the train north to clear Biddle before attempting another southbound movement.
- If neither options (1) or (2) are immediately available, and Fulton Interlocking is blocked, cut to clear Fulton and pull the head end south of Bridge, making arrangements to secure the remainder of the train with hand brakes until it can be retrieved.
- If the train is backed out, Rule 116 governs.
- Trains having experienced emergency brake applications must be examined in accordance with Rule 136.

4.3 MAIL/BAGGAGE TRACTORS AND CARTS - BALTIMORE STATION

Before a baggage tractor and carts crosses Station Tracks 1-6 at the Charles Street crossing, permission must be obtained from the CETC Section 2 Dispatcher.

Before permitting such movements, the Dispatcher must ensure that Stop Signals are displayed and blocking devices applied to the switch and signal control mechanisms leading to the affected track(s). The Dispatcher must not remove blocking protection from any of the affected tracks until the employee in charge of the equipment has reported clear.

4.4 CETC HOT BOX ACTUATIONS: CHARLESTOWN, MP 52.4

If a southward freight train actuates the hot box detector at Charlestown, MP 52.4, display a Stop Signal at Perry for the southward train, and display the southward signal at Prince so the train can pull south of Prince in order to conduct the overheated bearing inspection.

4.5 MOVEABLE BRIDGES

Note: See System Section 9 for more information/instructions on movable bridges.

Bush River Bridge: Most openings of this bridge are scheduled. The schedule will be distributed at the beginning of each season. When proper notice is given, the draw shall open twice a day from May 1 through September 30, on each Saturday, Sunday, and Federal Holiday's falling on a Friday or a Monday, and in October, on the Saturday and Sunday of one weekend.

This schedule is shared with the U. S. Coast Guard and the Bush River Yacht Club. Before the bridge is physically opened the Power Director will issue the proper requests to remove catenary power on Nos. 2 and 3 tracks. Clearance can be given for the power plates as soon as the last electric train is moved beyond the limits of each plate. The M of W Foreman in charge will request Nos. 2 and 3 tracks out of service. When the last train scheduled to operate over the bridge in each direction before the opening has cleared Bush interlocking, the M of W Foreman may be issued a Form D line 4 removing the track from service. When both tracks have been removed from service the bridge will be unlocked and opened for vessels to pass. When all vessels have cleared the bridge it shall be closed and locked. The M of W Foreman will then return the tracks to service and the Power Director will issue annul requests for the power plates. A log shall be kept detailing each of the events described herein and will also include the number of vessels to pass as recorded by the Foreman in charge. If, at the prescribed time of opening, the Foreman at Bush sees no vessels waiting to pass he or she shall wait a sufficient period of time at which they may call Section 3 train dispatcher and inform that no opening will be necessary. If no opening is necessary it will be logged so as to indicate that there were no vessels to pass. Any train delays associated with the opening shall also be logged. More information is available concerning Bush River bridge openings on page P-12 of the NEC Dispatchers Manual.

Susquehanna River Bridge: This Bridge shall be opened when requested provided 24 hours prior notice is given. Before opening the bridge C&S will be given local control of Perry interlocking so they may unlock the bridge. When the Foreman in charge requests to remove individual tracks from service the maintainer at Perry will be instructed by the Section 3 train dispatcher to apply blocking. The maintainer and the train dispatcher will record this blocking. When both tracks have been removed from service the turnstile shall be opened. After the vessel(s) have passed the draw shall be closed and the tracks returned to service. At this time the train dispatcher will grant permission to the maintainer at Perry to remove blocks. Perry interlocking will then be returned to remote control. A log will be kept detailing request for track(s) out of service, when track(s) actually removed from service, opening and closing of draw, track(s) restored to service and number of vessels passed. Any train delays associated with the opening shall also be logged.

Log Item for Bridge Opening: A prepared log item page is available on Section 3 which may be used for openings of both bridges. When used it must indicate which bridge has been opened. When used for Susquehanna River bridge openings, line items indicating when power plates are in effect and when power restored may be ignored. A sample of this prepared log item page is attached to this Dispatchers Notice.

As a reminder, these two bridges are on the critical bridge list as outlined in S.I. 132-S2.

4.6 C&S OPERATIONS

1. Malfunctions at Phil Interlocking — Switch Failures, TOLS, etc.

The following procedures apply when problems develop at Phil Interlocking, especially switch failures or TOL problems, which disrupt train movement:

1. Normal all interlocking switches, and have the switches spiked in the normal position. This will allow northward SEPTA trains on No. 2 track to be blended in with Amtrak trains from Hook to Baldwin to Penn, Lower level. If the Engineer on a SEPTA train is not qualified through Penn, and Penn to Zoo, a Protect Engineer or a Transportation Manager will have to be dispatched to Phil for pilot duty until SEPTA can arrange for qualified pilots.
2. Passengers on any SEPTA train standing on No. 1 track at Phil must be transferred to SEPTA trains operating No. 2 track, or if there are no SEPTA trains en route, to Amtrak trains.
3. With the routes straight at Phil, the C&S maintainers will be free to troubleshoot and correct the problem.
4. SEPTA and NS are to be kept advised on conditions.
5. NS may be operated on No. 1 track when conditions permit.

2. Loss of Switch Indication or Code Control

When unable to determine the position of a switch at an interlocking which contains a moveable point frog, before verbal permission to pass Stop Signal is issued the employee assigned to inspect the route must be instructed to examine the entire route, including the position of the movable frog. Interlockings which contain moveable point frogs are listed in the timetable under special instruction 80-S1.

3. Switches out of Correspondence - CETC Territory

Whenever a switch goes out of correspondence, all affected **displayed** signals must be canceled. Although these signals will go into time, an anomaly exists which could store a command and subsequently display an unintended route. The **cancel signal** command must be given to eliminate this possibility.

This problem does not exist at all interlockings but this procedure will be utilized at all interlockings as a safeguard unless future corrections are made.

4.7 ACCIDENT REPORTING IN THE STATE OF MARYLAND

Accidents that occur in Maryland and meet the criteria listed below must be reported within three (3) hours of their occurrence to the Maryland Commissioner of Labor and Industry at 410-767-2241 and the Maryland Department of License and Regulations (Railroad Safety) at 410-767-2864. Answering machines are in service at these numbers during non-office hours.

When the Accident Involves:

1. A fatality.
2. Serious personal injury.
3. Property damage exceeding \$6,700.

The report must include the following information:

1. Caller's name and title
2. Date and time of the report
3. Date, time, and location of the accident
4. Railroad name and route segment
5. Nature of the accident, such as derailment, collision, or fire
6. Severity of the accident, including number of persons injured or killed, and number of cars or units derailed
7. Whether hazardous materials are involved
8. Telephone number where additional information may be obtained

Note: This State report *supplements, not replaces*, accident reports required to be submitted to FRA and/or NTSB.

4.8 BALTIMORE LIGHT RAIL

In relation to SI 132-P2 Baltimore MTA Light Rail in Baltimore station, the following procedures will apply:

1. TRACK AND CATENARY MAINTENANCE will be arranged through the Light Rail Control Center and the Amtrak Baltimore Track Supervisor's office (410-291-4213). Amtrak will provide a qualified foreman to obtain foul time or Form D for No. 1 track as required. MTA requires their catenary to be de-energized for work within 10 feet of the wire.
2. IN EMERGENCY SITUATIONS, the MTA Light Rail Control Center will notify CETC of any occurrence that may endanger movements on No. 1 track. Crews operating on Amtrak are instructed by Special Instruction to provide flag protection on the Penn Station Light Rail track when required by Rule 132 or 136 and to notify CETC of any situation endangering movements on the light rail track. Light Rail train operators will be instructed to stop for burning fuses or hand signals in the Penn Station area. CETC will advise the Light Rail Control Center (410-454-7591) of occurrences that may endanger movements on their track or to obtain fouling permission not related to scheduled maintenance.

4.9 NJ Transit Trains at Shore

In the event that a scheduled New Jersey Transit train due to come off the Atlantic City Line

at Shore has not operated, the CETC 6 train dispatcher must communicate with the NJT Atlantic City Line train dispatcher before routing any southward train to the single track at Shore. If the CETC 6 Dispatcher is unable to contact the NJT dispatcher, the southward train is to be held at Shore until communication between the dispatchers is established

4.10 Hot box Detector Procedures

If there are multiple trains in one block, or two adjacent blocks, in which the hot box detector sensor is located and an emergency hot box alarm is generated, the system will not be able to distinguish between the two (or more) trains in that block. In this case, instead of a train ID symbol, a question mark (“?”) will appear in its place. In order to correctly identify the train which set off the detector, it will be necessary to instruct the Electronic Specialist to obtain a printout of the Hot Box Detector report and compare the trains’ consists to the HBD report. In the unlikely case that both trains occupying the block have identical consists, both trains must be instructed to conduct examinations in accordance with S. I. 72-S1. NOTE: THIS WILL NOT APPLY IF THE LEAD TRAIN HAS TRIPPED THE HOME SIGNAL OF THE NEXT INTERLOCKING.

Emergency hot box detector actuations are transmitted to the train dispatcher’s console virtually instantaneously. The new software installation renders a reoccurrence of the incident in December 2005, in which an NS freight train operating over the detector at Poplar was erroneously identified as a MARC local some miles further south, all but impossible. However, consider that if an actuation is received while one train is currently operating over the detector, but the ID specifies a train which had previously operated over the same route, the probability is that the train actually on the detector circuit is the one that generated the alarm. In such a case, both trains should be examined.

All other information and instructions relative to the CETC Hot Box Detector systems found in the System and Division sections of the Train Dispatcher’s Manual remain in effect.

4.11 Blue Flag Protection at 30th Street

Section 5 Dispatchers must, when requested, provide blue flag protection on No. 11 track in accordance with NORAC Rule 16. this protection, and its removal, must be recorded on the “Dispatchers Record of Blue Signal Protection” This requirement only applies to No. 11 track, and the Dispatchers responsibility extends only to lining the switches against movement to No. 11 track, applying and removing blocks, and maintaining the “Dispatchers Record”.

4.12 Prince interlocking

CETC 3 dispatchers must apply a switch block to any switch in Prince interlocking that is part of the route for a movement made under Rule 241 permission, whether or not the NORAC rules would require a BDA (i.e., trains, locomotives, MTW-100 or other equipment listed in the timetable which reliably shunts track circuits). This is due to the fact that the CETC computer, when lining switches at Prince via the “routing” function, may normal interlocking switches not involved in the requested route.

4.13 Position of Switches

All Interlocking switches connected to yards or foreign railroads must be kept in normal position, except when used for movement.

5.0 MAIN LINE PHILADELPHIA TO HARRISBURG

5.1 ROUTING PROCEDURES

If operating conditions resulting from an unusual occurrence make it advantageous to "skip stop" or "express" SEPTA trains, arrange for express trains to stop at Bryn Mawr if possible. Always notify Septa as soon as possible when making changes to the schedule so that they can make announcements at their stations.

5.2 ROUTING RESTRICTIONS - SUPERLINERS and NS DOME CAR

Superliners and the NS Dome Car may operate on the PH Line as follows:

- Harrisburg Station area: May operate on all station Tracks. Prohibited on the Pit Track.
- From Harrisburg to Overbrook: via any track, no speed restrictions.
- From Overbrook to Zoo and to the 36th Street Connection: Must operate via No. 2 track (2 thru freight at Zoo) only. Prohibited on all other tracks at Zoo.
- 36th Street Connection: May operate 1 or 4 track.
- Penn Coach Yard: May operate on any track in Penn Coach Yard. The cars are prohibited south of the road crossing at PCY (under the suburban ramp and Post Office).
- 30th Street Station: May operate on #1 station track. No speed restriction. Cars are prohibited on all other station tracks.

5.3 CAMP TRAINS

Camp trains are only to be dispatched between the hours of 8:00 PM and 6:00 AM. This restriction applies to Amtrak as well as foreign carriers.

5.4 BLOCKING DEVICE PROTECTION ON NO. 2 TRACK THORN INT

The Thorn Tower traffic control mechanism governing the direction of traffic on No. 2 track between Caln and Thorn interlockings has been interconnected with the home signals at Thorn governing westward movements towards No. 2 track, so that whenever traffic between Caln and Thorn is oriented eastward, a signal can not be displayed into No. 2 track west from Thorn. Also, this traffic control mechanism has been retrofitted to enable the application of a blocking device.

In the application of the Operating Rules and Special Instructions which pertain to the protection of track equipment, or fouled or out-of-service track, and require the display of a Stop Signal and the application of blocking devices to the switch and signal control mechanisms leading to the affected track, the following procedure must be employed at Thorn when protection must be afforded to No. 2 track between Thorn and Caln:

1. Ensure that traffic on No. 2 track Caln to Thorn is established eastward.
2. If traffic on No. 2 track Caln to Thorn is established westward, display the Caln home signal governing eastward movements on No. 2 track (16R signal), which will establish traffic eastward. Then restore 16R signal to Stop position and run the slow release for 16R signal.
3. Once assured that the direction of traffic on No. 2 track between Caln and Thorn is eastward, ensure that a Stop Signal remains displayed at Thorn by applying blocking protection to the traffic control mechanism at Thorn for No. 2 track Caln to Thorn, in lieu of switch and signal blocking. Then apply conventional blocking device protection at Caln.

5.5 LOW AIR AT STATE INT

Regarding AMT-4, rule 15, State Interlocking is **not** arranged to automatically display Stop and Proceed (rule 291) or Restricting (rule 290) when air pressure drops below 20 PSI.

As a reminder, when pressure is below 20 pounds train movements must be protected by displaying stop signals until trains are verbally instructed to operate restricted speed through the limits of the interlocking.

5.6 SUBSTITUTING NON-SIGNALLED DCS RULES ZOO - FRAZER

Due to the high concentration of Septa trains during rush hour operations, do not institute non-signalized DCS rules (Form D line 6) between Zoo and Frazer between 6:00am and 9:00am or between 4:00pm and 7:00pm unless specifically instructed to do so by CETC management.

6.0 ELECTRIC TRACTION

6.1 PLATE ORDER ISSUANCE BY POWER DIRECTOR

The Power Director is responsible for directly issuing Plate Orders, and notifying the Engine House Foreman regarding the location of de-energized catenary sections at the following locations:

Penn Coach Yard, Race Street Engine House, and Wilmington Engine House.

6.2 CHECKING FOR RAISED PANTOGRAPHS

AMT-2, part 3.906 A requires that we ascertain if there are any raised pantographs on a train prior to movement into an area affected by a catenary power plate. The dispatcher must contact each involved train and ensure this requirement is met. For added clarification, state the reason for the inquiry.

Example: "Amtrak section six dispatcher to NJT 4605, the catenary is de-energized on No. 3 track between Shore and Clearfield. Do you have any raised pantographs in your train? Over."

6.3 PLATES AT ARSENAL

In the application of NORAC Rules 133 and 803, and AMT-2 Rule 3, 13, it is not necessary for the Amtrak Dispatcher to issue Form D lines 2, 3, or 4, or Amtrak Plate Orders to the SEPTA Dispatcher in charge of Arsenal. The Amtrak Dispatcher will accept verbal confirmation of hold and blocking devices application record from the SEPTA Dispatcher. The Amtrak Dispatcher must record the time blocking devices are applied and removed, and the name of the SEPTA employee involved.

7.0 MW PROCEDURES

7.1 SPERRY RAIL TESTING: HOURS OF OPERATION

The Sperry Car must not be permitted to continue testing on high-speed tracks after 4:00AM. In addition, the Sperry Car must not be permitted to begin occupation of a high-speed track after 3:00AM. A high-speed track is defined as the track used for the normal route of passenger trains, regardless of the speed allowed on that track.

7.2 UNDERCUTTER WORK TRAINS

Undercutter work trains are to have preference over other work trains for crews, power, etc.

7.3 SPEED LIMIT SIGNS - PLACEMENT POLICY

Speed limit signs must be displayed for **all** temporary speed restrictions. If speed signs are not displayed within 3 hours of the receipt of a temporary speed restriction, the engineering department must be notified, and a log item made showing the time the speed restriction information was received, and the time speed signs are displayed in the field.

7.4 TRACK EQUIPMENT ARRIVING FROM OUTSIDE CETC CONTROLLED AREAS

When track equipment comes onto railroad controlled by the Mid-Atlantic Division Movement Office from another division, foreign railroad, yard, Washington Terminal District, etc, the Dispatcher must talk to the foreman in charge and obtain from him/her all necessary and pertinent information, e.g., destination, nature of work, and, for equipment which can be governed by SI 803-S1, whether a Form D, line 2 and 3 is needed. This will avoid any potential misunderstandings. If there are any uncertainties about a move, consult the Manager of Operations or Chief Dispatcher.

7.5 TRACK USAGE

When a request is made for track usage, Dispatchers must make sure that an accurate report is made of the time involved and any delays encountered before work begins.

The "Track Usage Program" report must be maintained each 24-hour period beginning at 7:00 AM daily. If necessary Train Dispatchers should keep a record of the time track usage was requested and any MW delays involved in order to assist the Assistant Chiefs with accurate documentation.

7.6 FORM D'S INCLUDING LINE 3 'TC PROCEED PAST STOP SIGNAL(S)

When issuing a multiple-block Form D to a track car including line 3 permission to pass stop signal(s), Dispatchers must either include **all** intermediate interlockings or **none** of the intermediate interlockings on line 3. **Never** include permission to pass Stop Signal(s) at interlockings protecting moveable bridges in Line 3 authority. Rule 241 must be given by the 1st Interlocking listed on the Form D.

7.7 Emergency Response to Potential Track Damage

If any of the following conditions occur, steps must be taken immediately to protect the track involved. Place a hold on the entire route until inspected by the Track Department, or specific exceptions are allowed by the Assistant Division Engineer or the Division Engineer. Notify the appropriate ADE as soon as possible after discovery of the condition.

- It is discovered that a train has operated with a cracked or broken wheel.
- It is discovered that a train has operated at significantly higher speeds* than allowed by timetable. In the case of a crossover, the hold must be placed on the straight move(s) as well as the diverging move.
- Parted trains with closed knuckles on both sides of the parting indicating a possible track condition rather than a Mechanical cause.

If there is no other route available, movements may be made over the affected track not exceeding restricted speed until the track is inspected.

8.0 CAB SIGNAL OPERATION

8.1 SEPTA TRAINS - CAB SIGNAL FAILURE WHILE ENROUTE TO AMTRAK

If a SEPTA train leaves its initial SEPTA terminal; Warminster, Doylestown, etc., with cab signals operating, but the cab signals subsequently fail while en route to Suburban Station, the train may continue on Amtrak under Rule 554 or Rule 556. SEPTA does not need to substitute a new train at Suburban Station. This failure is considered an en route cab signal failure as referred to in Rule 554.

8.2 RECORD OF RULE 556 AUTHORIZATION/CAB SIGNAL FAILURE REPORT

In accordance with Rule 556, Dispatchers must record on the "Record of Train Movements" the movement of trains authorized to operate as provided by Rule 556.

This information is required to be placed in the "Unusual Occurrence" section of the "Record of Train Movements" for each Dispatcher involved with train sheets, and in the Cab Signal Failure Report for CETC Dispatchers

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